



Request for Information

RFI 657-15 Energy and Environmental Impact Consultant

Due:

June 2, 2015 at 2:00 P.M.

Buyer:

Steve Boyd
CMC Purchasing Department
802 Grand Avenue
Glenwood Springs, CO 81601
sboyd@coloradomtn.edu

REQUEST FOR INFORMATION #657-15I
ENERGY AND ENVIRONMENTAL IMPACT CONSULTANT

Section I: Introduction

Colorado Mountain Junior College District (“CMC”) is a statutory junior college district established in 1967, and includes three residential campuses, eight commuter campuses, a Distance Learning program and administrative offices. The District covers all or part of thirteen counties in Colorado, encompassing 12,000 square miles. Please visit our website at www.coloradomtn.edu for more information about our college.

SCOPE OF PROJECT

What we are looking for:

Colorado Mountain College signed the President’s Climate Commitment in 2009 which states a goal of carbon neutrality by the year 2050. Six years have passed, and it is time to review and understand if the commitment still represents the right path for CMC and if reaching zero carbon footprint by 2050 is the correct target. Therefore, the College is seeking an expert consultant to create the basis for a college-wide strategic approach to address this question and to confirm or restate this commitment. This is a significant undertaking and the College needs direction on the best methodology to design an overall plan, and more importantly which piece(s) to tackle and in what order to have the greatest possible impact on the College’s carbon footprint. The following is a list of areas that our leadership has identified as being important to the College on a long-term basis. CMC is inviting your input and would like to know your experience with what has worked for colleges that have preceded us. The College recognizes the challenge of staying focused in implementing a long-term plan and seeks advice on where to prioritize the efforts to achieve the ultimate goal.

- Culture and behaviors
- Education and training
- Responsible consumption
- Partnerships and outreach
- ROI analysis
- Food and dining
- Buildings and energy management
- Grounds
- Transportation
- Other

A flexible plan is required and the plan will be a living document which will be updated periodically. We lean toward a series of short term, mid-term and long term goals to create the flexibility and provide benchmarks by which to measure progress. However, the College will rely on your expert advice in this area.

Additionally, CMC is interested in other considerations and if/how they should factor into our planning process:

- The role for faculty, staff and students in this plan
- Established baselines from which to measure progress, identify resources required and evaluate the return on investment for each tactic.
- Recommended tracking tools to measure the progress and best practices in identifying the right metrics.
- Appropriate organizations to align with in order to keep abreast of the changing technology regarding all facets of sustainability
- Best practices concerning staffing models at other colleges and universities to ensure that CMC remains focused on sustainability in the future.
- How do these efforts link to our curriculum, particularly in the Bachelors of Sustainability program?
- What grant or sponsored programs might be available that the College should consider pursuing.
- Should there be specific positions driving this program (full-time job), or rolled into existing positions?
- Any other topic(s) that you feel we should consider

CONTENT IN YOUR RESPONSE TO THIS RFI

CMC may ultimately decide to issue an RFP for this service, to hire a firm based on information received in this RFI or decide not to award any contract at all. At this point we are seeking information to better understand the options that exist and their value to the College. Proposers are encouraged to include additional information that will substantiate their service capabilities, product quality, and commitment to support your product or service. CMC recognizes you as the expert in this industry and we appreciate ideas that may improve the design or implementation of a solution. Please submit your response to the scope described above and include information or ideas you may have that CMC should consider to improve our results.

Section II: Timeline

REQUISITION STEP	DATE	TIME
Issue date	5/28/2015	4:00 p.m.
Request for Information (RFI) Due	6/2/2015	2:00 p.m.

Section III: Instructions to Respond

- a. Please include the RFI number in the subject line and email your response to bids@coloradomtn.edu.
- b. All submittal should include the following if it is readily available. Links to pages on your website and other methods of efficiency are encouraged; this is not a formal solicitation, this is an informal beginning to the process of selecting the right partner. We realize the timeline for submission is short and appreciate whatever information you can offer.
 - 1) Name, title and contact information of the person submitting your response
 - 2) Legal company name, address, phone and email
 - 3) RFI number
 - 4) Number of years in business and brief description of your company
 - 5) Sample RFP that may be useful to CMC, if available
 - 6) Sample output and reporting, if possible (please do not submit anything proprietary as CMC is subject to the Colorado Open Records Act. If you need to submit confidential information please follow the directions in Section IV (a).
 - 7) List of clients with circumstances similar to ours, if available
 - 8) Description of your product/service or other ideas, along with links to demonstrations, examples, descriptions, etc.
 - 9) Anything else you think that CMC should consider in making our decision on the best way to monitor our media
- c. All submittals will be considered and you will be added to the distribution list if/when and RFP is issued. It is our intention to follow this RFI with a formal solicitation after we better define our scope. Although subject to change, we expect to hire a firm in approximately mid-July.
- d. All information related to this RFI will be posted in the "Bids, RFP's..." section of the Purchasing Office's website at www.coloradomtn.edu/purchasing. Please click on "Bids, RFP's..." and find this solicitation. This website link will hold the most current and accurate documentation available for this project, including any changes to the timeline, addenda issued or other important information. Always look to this link for answers to your questions. This website also contains a section for vendors with helpful information on how to do business with the College.
- e. Please do not contact any member of CMC's staff or faculty about this RFI other than the Buyer listed in this document.

Section IV: Terms & Conditions

- a. **PROPRIETARY INFORMATION.** It is understood that the College is a public institution and, as such, is subject to the Colorado Open Records Act, CRS §§ 24-72-101 et. seq. ("CORA"). Except as otherwise agreed prior to the award or finalization of any vendor transaction, College shall provide upon request by any third party all information pertaining to such transaction which must be disclosed pursuant to CORA, and College's obligations under CORA supersede its obligations under any agreement, contract, purchase order or negotiated transaction. If you are submitting any information that you consider proprietary or confidential, please do not post it to Rocky Mountain e-Purchasing. Send it via email to the Steve Boyd at sboyd@coloradomtn.edu. Include the RFP number and "Proprietary Information" in the subject line of the email.
- b. **DISCUSSIONS/NEGOTIATIONS.** CMC reserves the right to contact any proposer for clarification of information submitted
- c. **NOT A CONTRACT.** By signature hereon, proposer acknowledges and agrees that (1) this RFI is a solicitation for information and is not a contract or an offer to contract and (2) the submission of a response will not create a contract between CMC and the submitting party.
- d. **CORA.** It is understood that the College is a public institution and, as such, is subject to the Colorado Open Records Act, CRS §§ 24-72-101 et. seq. ("CORA"). Except as otherwise agreed prior to the award or finalization of any vendor transaction, College shall provide upon request by any third party all information pertaining to such transaction which must be disclosed pursuant to CORA, and College's obligations under CORA supersede its obligations under any agreement, contract, purchase order or negotiated transaction.